



City of Long Beach  
Department of Development Services  
Building and Safety Bureau

## Qualification and Selection of Peer Reviewers

Information  
Bulletin  
**BU-053**  
Eff: 07-06-2017  
Rev: 07-06-2017

This Information Bulletin (Bulletin) establishes the minimum qualifications for, and selection of, individuals to serve as Peer Reviewers on Peer Review Panels for projects that require independent structural design reviews (also referred to as peer reviews) as determined by the Building Official. A Peer Review Panel (PRP) consists of two or three Peer Reviewers, as determined by the Building Official, to provide an independent, objective and technical review of certain aspect of the structural design and analysis of a project. A Peer Reviewer is a registered design professional or academician that has technical expertise in the fields of structural engineering, earthquake engineering research, performance-based earthquake engineering, nonlinear dynamic response analysis, tall building design, earthquake ground motion, geotechnical engineering, and/or geological engineering that determines if the design generally conforms to the requirements set forth by the Building Official. Peer Reviewers are categorized into the following subject-specific areas of expertise:

- Structural Engineer
- Geotechnical Engineer or Engineering Geologist
- Academic in Structural or Earthquake Engineering

Individuals meeting the minimum qualifications established in this Bulletin will be added to the pre-approved list of Peer Reviewers (Pre-Approved List). The Pre-Approved List is only for individuals, not companies. Where multiple individuals from one company are interested in providing service as Peer Reviewers, each individual must apply for inclusion on the Pre-Approved List. Individuals are selected from the Pre-Approved List to establish a PRP for a project.

For more information on the independent structural design review process, refer to Information Bulletin BU-054 Guidelines for Independent Structural Design Reviews (IB-BU-054).

### A. QUALIFICATION REQUIREMENTS

Interested individuals shall possess a valid and current license in the State of California related to their field of expertise (e.g., Structural Engineer, Geotechnical Engineer, Engineering Geologist, etc.) or a Doctor of Philosophy degree (PhD) from an accredited university in a related field of study.

Interested individuals shall possess expertise in one or more of the relevant fields of structural engineering, earthquake engineering, performance-based earthquake engineering, geotechnical engineering, and/or geological engineering along with personal experience and knowledge pertaining to the following areas:

- Nonlinear response history analysis;

- Nonlinear dynamic behavior of structures and foundation systems and construction of mathematical models capable of reliable prediction of such behavior using appropriate software tools;
- Capacity design principles;
- Detailing of elements to resist cyclic inelastic demands, and assessment of element strength, deformation, and deterioration characteristics under cyclic inelastic loading;
- Damping and/or isolation systems;
- Seismic hazard analysis and selection and scaling of ground motions; and/or
- Soil-structure interaction.

## **B. RESUME REQUIREMENTS**

Interested individuals shall submit a completed cover page and resume outlining personal experience and knowledge in the relevant subject-specific expertise. (See C. SUBMITTAL INSTRUCTIONS.) Adequate information shall be provided to demonstrate that the individual meets the minimum qualifications established in this Bulletin. At minimum, the submitted resume shall contain the following information:

- Highlight any specific expertise in the subject of material types, lateral systems, modeling software, dampers, isolators, or other related areas;
- Provide a complete employment history listing current and previous employers in all related fields and industries; and
- Provide personal references from previous projects that the individuals provided services as a Peer Reviewer based on alternative performance-based design procedure recognized in IB-BU-054, including names and contact information (telephone and email).

In addition, the following information shall be provided, as applicable to the subject-specific expertise:

- Design Experience
  - Reference projects where independent structural design review was required.
  - Provide pertinent information such as, but not limited to, building area, height, story, seismic force-resisting system, site geology, and other relevant data for each project.
  - Indicate the basis of design for each project.
  - Indicate the alternative performance-based design procedure documents utilized in the structural design and analysis of each project.
  - Outline specific personal job or design responsibilities and duties for each project.
  - Provide contact information (telephone and email) of the authority having jurisdiction where each project occurred.
- Peer Reviewer Experience
  - Reference projects where independent structural design review was required.
  - Provide pertinent information such as, but not limited to, building area, height, story, seismic force-resisting system, site geology, and other relevant data for each project.
  - Indicate the basis of design for each project.

- Indicate the alternative performance-based design procedure documents utilized in the independent structural design review of each project.
- Indicate subject-specific expertise role (i.e., structural, geotechnical, or academic) served on the PRP for each project.
- Provide contact information (telephone and email) of the authority having jurisdiction where each project occurred.
- Academic/Research Experience
  - Reference specific published research papers on or involvement in research for the development of design criteria for tall buildings, performance-based design, inelastic behavior of seismic load-resisting elements, damped or isolated structures, and/or new building technologies.
  - Reference specific publications and/or institutions where research occurred.

### C. SUBMITTAL INSTRUCTIONS

Interested individuals should review the City's Request for Qualifications (RFQ) for more information and submittal instructions. The RFQ can be found on the City's website at [longbeach.gov/purchasing](http://longbeach.gov/purchasing) or on the City's online registration and bidding system website:

Website: <https://www.planetbids.com/portal/portal.cfm?CompanyID=15810&BidID=37614>

Project Title: Qualification and Selection of Peer Reviewers  
Invitation #: RFQ DV17-112  
Date Posted: July 6, 2017  
Contact Info: Regina Benavides 562-570-7062

For questions regarding the RFQ, submit all inquiries via email to [RFQPurchasing@longbeach.gov](mailto:RFQPurchasing@longbeach.gov). Responses to questions will be posted on the City's website on an on-going basis.

Final responses to the RFP must be submitted electronically as a PDF (scanned documents are acceptable) to [RFQPurchasing@longbeach.gov](mailto:RFQPurchasing@longbeach.gov).

After the submission has been received and evaluated by the Building Official, the interested individual will be notified if he/she will be added to the Pre-Approved List. The Building Official will maintain and periodically update the Pre-Approved List.

### D. SELECTION PROCESS

When a project is required to have an independent structural design review, the design team and project owner shall consult with the Building Official to determine the appropriate subject-specific expertise Peer Reviewer required to serve on the PRP. The design team and project owner shall select the appropriate Peer Reviewers from the Pre-Approved List and obtain concurrence from the Building Official prior to engaging in contract discussion for their services. The selected Peer Reviewers, either individually or as a team, shall perform the following actions:

- Obtain concurrence from the Building Official regarding the general scope of work and services to be provided for the project, including any subsequent changes made thereto;
- Contract directly with the project owner;
- Ensure that the contract documents require the Peer Reviewers to provide their professional opinion to and act under the general purview of the Building Official;
- Allow the Building Official to review the contract documents prior to execution of the contract, including any subsequent changes made thereto; and
- Provide a written statement to the Building Official disclosing any potential conflict of interest with respect to the project and declaring that they are not part of the design team.

The role and responsibility of the PRP and the approved documents for the alternative performance-based approach for seismic design and analysis for tall buildings and buildings with complex structural system are addressed in IB-BU-054.